



STATE OF IDAHO
invites applications for the position of:

Real Property Assistant (Army)

SALARY: \$20.54 - \$26.70 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 04/06/21
CLOSING DATE: 04/22/21 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, ID 83705-8112
Telephone: (208) 801-4273/4272

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies.

ANNOUNCEMENT NUMBER:	21-31-MN
AREA OF CONSIDERATION:	Open to current, enlisted members of the Idaho National Guard
POSITION TITLE:	Real Property Assistant (Army)
PAY GRADE:	NGA-7
POSITION CONTROL NUMBER:	1146
CLASS CODE:	22770
SALARY:	\$20.54 to \$26.70 hourly (\$42,726 to \$55,545 annually)
FLSA CODE:	Covered
DUTY LOCATION:	Military Division, Idaho Army National Guard, Construction and Facilities Management Office (CFMO), Gowen Field, Boise, ID
TYPE OF POSITION:	Military Nonclassified; Army or Air; Enlisted
COMPATIBLE MILITARY FIELD:	Not Applicable

JOB TITLE: REAL PROPERTY ASSISTANT (ARMY)

POSITION CONTROL NUMBER: 1146 & 1147

CLASS CODE NUMBER: 22770

SALARY GRADE: NGA-7

INTRODUCTION: This position is assigned to the Construction and Facilities Management Office (CFMO), Real Property Section, Idaho Army National Guard (IDARNG), functioning within the State of Idaho – Military Division. The primary purpose of this position is to provide technical assistance to the Real Property Manager (Army) in the development of technical and administrative functions relating to real property accountability, real estate transactions, real property assignments, and utilization and space management for all assigned and attached units located within the State of Idaho, including but not limited to the Boise Air Terminal (Gowen Field), Maneuver Area Training Equipment Site (MATES), Orchard Combat Training Center (OCTC), Operational Readiness Training Complex (ORTC), IDARNG Readiness Centers (armories) statewide, and training areas permitted for use to the IDARNG. Incumbent serves as a technical consultant to the Real Property Manager (Army) and the Planning and Programing Branch Chief in the CFMO.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

Real Property Accountability.

1. Ensures all accountable records and data entry accuracy for all land, buildings, utility systems, special purpose facilities and installed equipment permitted to the Idaho Army National Guard. Property management includes approximately 300 facilities, including extensive complex facilities supporting IDARNG, Annual Training Site, U.S. Navy Reserve (USNR) and U.S. Marine Corps Reserve (USMCR) tank operations, and U.S. Army Reserve (USAR) training operations.
2. Conducts real property inspections on existing facilities. Performs data entry for inspections and cost accounting of real property and equipment installed upon completion of new military construction projects (MCPs) and contract work from operations and maintenance (O&M).

Real Estate Actions.

3. Submits DD Form 1354's (Transfer and Acceptance of DoD [Department of Defense] Real Property) into data base systems upon approval from the Real Property Manager (RPM). Accounts for all real property including real estate, fixed assets, and installed property to satisfy both National Guard Bureau (NGB) and Department of the Army (DA) requirements.
4. Processes Declarations of Excess and/or proposed facility disposal actions of real estate including land and/or buildings, applying a comprehensive knowledge of the property value characteristics and pertinent regulations and policies. Prepares and submits DD Forms 1354's and completes administrative functions for disposal or real property transactions.
5. Processes real property statistics and recommendations concerning the utilization, development and disposal programs of real property. Assists the RPM for all required real property reports including but not limited to: Homeless Assistance Act Report, World War II Wooden Buildings Report, Facility Disposals Report, Inventory, ISR (Installation Status Report) during Fiscal Year Report, United States Army/Department of Defense Real Property Inventory FISP, and the Real Property Space Summary Report.
6. Performs other related duties and projects as necessary or assigned.

SUPERVISORY CONTROLS: Works under general supervision of the Real Property Manager (Army) who makes assignments in terms of objectives, priorities and indicates possible problems areas. Plans and carries out assignments with considerable independence within established policies and regulatory guidelines. Incumbent seeks supervisor's guidance on unusual problems, controversial situations and to assist with prioritizing work when competing interests and timelines arise. Completed work is subject to spot-check for technical accuracy of decisions,

feasibility of recommendations made and compliance with applicable policies and regulations and established procedures.

PERSONAL CONTACTS: Incumbent's contacts include federal, state and military personnel of the Idaho Military Division/Idaho Army National Guard; U.S. Army Corps of Engineers; city and county government officials; and various contractors, lessees and engineers. Incumbent is an active and knowledgeable participant in discussions with government officials involving real property transactions. Provides expert testimony and imparts extensive knowledge of real property actions.

WORKING CONDITIONS / PHYSICAL EFFORT: Most work is performed in a typical office setting. The work area is adequately lighted, heated and ventilated. No special safety precautions are required. The incumbent may be required to carry light items such as office equipment, files, or supplies up to 25 pounds. Outdoor work is normally accomplished in good weather; however, emergency situations sometimes require incumbent to work in poor weather conditions including possible temperature extremes and inclement weather. Although the work is often sedentary, it may involve regular and recurring site visits. Visits may involve a considerable amount of physical activity, including walking, climbing and stooping over rough terrain on construction sites that are not necessarily easily accessible. Some travel, via all modes of transportation, is required for work and training. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.

FLSA Overtime Code: FLSA Overtime Code: C (Covered; time and one-half)
EEOC: E07 (Office/Clerical)
WCC: 9410
MARCH 2021

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment):

Must be an enlisted member of the Idaho National Guard.

Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Knowledge, Skills and Abilities (KSAs)

Applicants must have 12-months of specialized experience performing related duties as specified below.

Knowledge of recognized real estate practices and laws applicable to the state and locality including familiarization with Department of Defense, Department of the Army, and Army National Guard real estate procedures.

Ability to maintain, in balanced condition, all project capitalization records for Idaho Army National Guard Engineering in accordance with applicable guidelines, directives and regulations.

Ability to determine propriety of obligations and work independently with facts and figures, maintain accurate systems of records for real property accounts in accordance with National Guard Bureau and Department of the Army requirements.

Skill to operate a variety of automated (computer) equipment and associated programs.

Ability to communicate effectively with tact, good judgment and confidentiality, orally and in writing.

CONDITIONS OF EMPLOYMENT:

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the attached position description for the Mandatory Requirements for this position.
- c. Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform.
- d. Incumbent must be an enlisted member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment.
- e. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

5. PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource
Specialist
Military Division – State Personnel
Branch

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273/4272 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #21-31-MN
REAL PROPERTY ASSISTANT (ARMY)
GD

304 North 8th Street
Boise, ID 83720

Real Property Assistant (Army) Supplemental Questionnaire

- * 1. Mandatory Requirement: Must be an enlisted member of the Idaho National Guard. Provide your military grade, job title, MOS/AFSC and unit of assignment.

- * 2. Mandatory Requirement: Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment (*have and maintain a valid and unrestricted license*)

- * 3. Mandatory Requirement: Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. (*At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.*)

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 4. KSA: **Knowledge of recognized real estate practices and laws applicable to the state and locality including familiarization with Department of Defense, Department of the Army, and Army National Guard real estate procedures.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **12-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 5. KSA: **Ability to maintain, in balanced condition, all project capitalization records for Idaho Army National Guard Engineering in accordance with applicable guidelines, directives and regulations.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **12-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 6. KSA: **Ability to determine propriety of obligations and work independently with facts and figures, maintain accurate systems of records for real property accounts in accordance with National Guard Bureau and Department of the Army requirements.**

Provide detailed written response describing your specialized experience performing

related duties to demonstrate that you meet the minimum **12-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 7. KSA: **Skill to operate a variety of automated (computer) equipment and associated programs.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **12-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 8. KSA: **Ability to communicate effectively with tact, good judgment and confidentiality, orally and in writing.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **12-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 9. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

☐ Yes ☐ No

- * 10. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

☐ Yes ☐ No

- * Required Question